

Providing Services and supports to People with an Intellectual Disability

POLICY ON RECRUITMENT AND APPOINTMENT

The purpose of this policy is to clearly set out the aims and objectives of Ability West in relation to recruitment and appointment of staff members. This is an ongoing process aimed at fulfilling organisational needs in line with its overall vision, mission statement and strategic plan for service delivery.

As part of our obligation to provide a quality service under the Health Act (2007) we endeavour to ensure that staff are recruited and appointed in line with best practice and legislative requirements.

In recognising the importance of recruiting suitably qualified staff to ensure provision of a quality service to all, we are committed to:

- Adhering to legislative requirements and best practice particularly in the area of equality and equal opportunities, including being cognizant of HSE/Department of Health regulations and guidelines, such as the Statutory Regulations
- Adhering to applicable national standards and guidelines such as National Standards for Residential Services for Children and Adults with Disabilities (2013) and related Statutory Instruments
- Following procedures that ensure a fair and transparent process of staff recruitment, selection and appointment, including reference checking and Garda Vetting
- Promoting and supporting staff through the induction process and provision of adequate information through updating policies and procedures and formulation of staff manual
- Use of efficient, cost effective processes in line with best practice

- Being open and accountable throughout all processes of recruitment and appointment.
- Continually reviewing processes in relation to selection and appointment to ensure we comply with best practice.

It is vital that effective recruitment and appointment procedures are in place particularly to attract and maintain high quality staff, therefore, detailed procedures have been developed for this area to ensure that our high standards are maintained. All policies and procedures are available through the organisation's internal intranet system.

This policy applies to situations where reassignment was not deemed feasible.

Ability West complies with applicable national legislation, standards such as National Standards for Residential Services for Children and Adults 2013, Related Statutory Regulations, Health, Safety and Welfare at Work Act 2005 and other relevant legislation, directives and regulations.

This specific policy and procedures will also be reviewed every two years basis in terms of the overall effectiveness of processes.

Signed: Breda Crehan-Roche

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Implementation Date: 24/02/2014

VERSION HISTORY:

Rev. 0	PREPARED BY: Eileen Costello-Conneely, Advocacy, PCP and Quality Alison Flanagan, Assistant Director of Human Resources Adrian Harney, Director of Human Resources	DATE: 07/10/2009
	APPROVED BY: Breda Crehan-Roche, Chief Executive	DATE: 30/11/2009
Rev. 1	REVIEWED BY: Alison Coleman (formerly Flanagan), Assistant Director of Human Resources Adrian Harney, Director of Human Resources	DATE: 27/01/2014
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REVISION HISTORY:

REVISION	DATE	DESCRIPTION OF CHANGE	CHANGE NO.
1	07/02/2014	See QARF No. 215. for amendments	215